



United States Agency for International Development USAID/Afghanistan, Kabul

Date: 05/05/2004
VAC NO: USAID/04/001

USAID is announcing a vacancy for the following position

System Manager (Executive Office)

This Afghani national employee will serve as the principal person responsible for the technical operation of the Mission ADP systems and telecommunication. He/She will supervise Computer Programmer and Computer Operator (LAN), serve as the network administrator and will be responsible for the maintenance of the system. These responsibilities include but are not limited to responsibility for computer operations, support of applications systems, safekeeping of data, the installation, maintenance and repair of all hardware, telecommunications, and systems development. The incumbent trains and orients computer users in Kabul, advises USAID/Afghanistan management in the selection, procurement, budgeting and distribution of equipment and software for USAID/Afghanistan. As needed, will interface with local vendors, AID/W and other non-AID organizations, as well as assisting USAID/Afghanistan office and field users in automation matters.

BASIC FUNCTION OF THE POSITION:

The system's Manager reports directly to the USAID/Afghanistan Supervisory Executive Officer. USAID/Afghanistan, the incumbent will:

1. LAN and WAN Operation and Administration

Serves as Systems Manager to install, monitor, control, optimize, and maintain electronic messaging Windows 2000/Exchange 2000 Servers. The primary objective is the highest network day to day availability. He/she installs and maintains network software to servers and clients (PC's), upgrade of new software releases, optimizes network performance, and upgrades client software. Maintains back up copies of server data to prevent accidental loss. The system Windows 2000 servers supports over 100 PC users with multiple printers, digital senders, copiers, faxes, etc.

As Systems manager supports controllers office staff in running MACS applications on Solaris 8.0 OS.

2. Application Support

As Systems manager, and in consort with ADP staff, supports everyday computer work of Mission employees. This includes support in text processing software, spreadsheet software, graphics software and all other software that is in use in USAID/Afghanistan office.

3 Software development/User Training

USAID/Afghanistan, Kabul

Develops and applies new software applications while programming in MS Visual Basic to meet future needs of Mission and their fit to new platform running on Windows 2000/Exchange 2000 servers.

4. WARP Telecommunication Equipment Operations and Monitoring

Monitor everyday WARP equipment operation (direct link to AID/Washington, Voice/Fax over IP (VOIP), modem connection to DTSP0 and wireless link to local ISP, (Cisco Router, Nokia Firewall), and intervene on site or calling vendor support to enable smooth and reliable WARP equipment operation. If needed, with vendor's help, monitors parameters of WARP equipment operation using vendor's monitoring programs for WARP data and equipment.

5. Maintenance and hardware Repair

Keeps servers, LAN equipment and PCs in high availability status. This includes troubleshooting of PCs, LAN equipment and servers, replacing parts that need replacement and preventive maintenance as requested by the equipment vendors. Upgrades antivirus software on both servers and user's side.

6. Coordinate with US Embassy

Coordinates with US Embassy/Kabul Information Resource Management office and USAID/W IRM on major initiatives as required.

7. Perform other activities as assigned.

DESIRED QUALIFICATIONS:

Education: A minimum of baccalaureate degree (Master's Degree preferred) in the fields of computer science, information systems management, or equivalent

Work Experience: working in post-conflict situation is desirable. Five years of responsible experience in operating computers, PC support, programming and system management. Experience on Windows 2000 Server & Exchange 2000 Server/WEB Server, Remote Access Server (RAS) UNIX/Solaris 8.0 Server for MACS processing within controllers office, as well as Laser Printers, Scanners, and modems.

Language Proficiency: The incumbent must be fluent in Dari and English. Fluency in Pashto is advantageous.

Skills and Abilities: Must possess ability to manage and supervise multiple sites and to coordinate support services from variety of contractors.

Salary Range: FSN 11

THESE ARE LOCAL HIRE POSITIONS

Applications must be in English. Deadline for submitting applications is 05/20/2004.

Applications should be sent electronically, attention to Sameer Lodeen slodeen@usaid.gov or Kamal Paudel kpaudel@usaid.gov and should be submitted by the closing date 05/20/2004.

Curriculum Vitae, together with a covering letter which includes a job title and should specify skills and educational background. **Female are encouraged to apply.**

USAID IS AN EQUAL OPPORTUNITY EMPLOYER. ALL ETHNIC GROUPS AND BOTH GENDERS ARE URGED TO APPLY